

Setting Online Survey Permissions

Below are the suggested default settings for survey permissions. These settings will allow users to access the survey by clicking on the URL that you send them in an email invitation. The users do not have to be registered Checkbox users.

Each user will only be allowed to take the survey one time. The "Public" survey security setting allows anyone who has a link to the survey's URL to take the survey. For additional security you can click on "Password Protected" to require that a password be entered before taking the survey.

Permissions

Home → Survey Manager → Survey Editor → Permissions

Survey Security

Public

Password Protected

Access List

All Registered Users

Invitation Only

Response Options

Maximum Responses:

Responses Per User:

Prohibit Back Button

Allow Users to Resume

Allow Users to Edit Responses

Report Security

Report Creation Permission

Report Administrators & System Administrators - Only users with Administer Report permission and system administrators may create new reports.

Use Access Control List - Specify which users/groups may create new reports.

Registered Users Only - Only registered users may create new reports.

Everyone - Everyone may create new reports.

Response Options

Only allow access to summary results

Allow access to summary and detailed results

Use the options above to configure which users may create reports for this survey. To grant and/or restrict access for a particular report, edit the security of that report in the report manager.

Advanced Options

Advanced ACL Editor

Do not automatically change access lists to match Survey and Report security types.

Note: In most cases, this option should be left unchecked. When this option is checked, the access list for the survey will not be automatically updated to reflect changes to the Survey Security or Report Security settings and you will need to use the Advanced ACL Editor to fully configure access to Surveys and Reports.